

## Grant Applicant Checklist

<b>To:</b>	<b>Program:</b> <i>Title X</i>
<b>Grant Name:</b>	Competing <input type="checkbox"/>
<b>Grant No:</b>	Non-competing <input type="checkbox"/>

Before submitting your grant application, please review the following checklist.

Return: The SIGNED ORIGINAL and two complete copies of your application. <b>NO LATER THAN:</b> Date Varies, See RFA	For assistance in preparation of this application, contact:  Program Office: See GPPN 2003-03, Exhibit J Phone:
To: Dept. of Health and Human Services OPHS Grants Management Office 1101 Wootton Parkway Suite 550 Rockville, MD 20852	Grants Office: OPHS Grants Management Office Phone: 301-594-0758

## APPLICATION SUBMISSION REQUIREMENTS

--- SIGNED ORIGINAL APPLICATION - PLUS TWO COMPLETE COPIES ---

### NEW APPLICATIONS and COMPETING CONTINUATION APPLICATIONS

Application Item	Source
SF-424. . . . .	OPHS-1 (Revised 06/2001)
HHS-690. . . . . (New Federal grant applicants only) . . . . .	Assurance of Compliance with Title VI
Checklist. . . . .	OPHS-1, Pages 18 and 19
Required Title X Assurances . . . . .	GPPN 2003-03 - Exhibits A, B, and C
Table of Contents . . . . .	Materials submitted by Grant Applicant
Progress Report. . . . . (Competing Continuation applications). . . . .	Materials submitted by Grant Applicant
Needs Assessment . . . . .	Materials submitted by Grant Applicant
Program Work Plan . . . . .	Materials submitted by Grant Applicant
Clinical Management. . . . .	Materials submitted by Grant Applicant
Community Education / Outreach. . . . .	Materials submitted by Grant Applicant
Evaluation and Quality Assurance Assessment. . . . .	Materials submitted by Grant Applicant
National Priority Project. . . . .	Materials submitted by Grant Applicant
Financial Management. . . . .	Materials submitted by Grant Applicant
Budget Information and SF-424A, Sections A-F. . . . .	OPHS-1, Page 4
Other materials. . . . .	Optional materials submitted by Grant Applicant

### NON-COMPETING CONTINUATION APPLICATIONS

Application Item	Source
SF-424 . . . . .	OPHS-1 (Revised 06/2001)
Checklist. . . . .	OPHS-1, Pages 18 and 19
Required Title X Assurances . . . . .	GPPN 2003-03 - Exhibits A, B, and C
Progress Report . . . . .	Materials submitted by Grant Applicant
Program Work Plan . . . . .	Materials submitted by Grant Applicant
Budget Information and SF-424A, Sections A-F. . . . .	OPHS-1, Page 4
Other materials. . . . .	Optional materials submitted by Grant Applicant